



Division of State Parks

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PURPOSE: To provide guidelines on seasonal employment applications for the regions.

ORGANIZATION: The division will adopt procedures for the acceptance and processing of applications for seasonal employment.

PRIOR POLICY: This policy supersedes the prior policy dated 6/23/1998.

PROCEDURES:

- I. Applications must be submitted online for all of the regions/parks where applicants are interested in seeking employment. Recruitments for the Division of State Parks are listed under "Agriculture and Conservation" on the State of Nevada Personnel website at: <http://nvapps.state.nv.us/NEATS/Recruiting/ViewJobshome.aep>. Applicants who are unable to submit an application online can contact the Nevada Department of personnel at (775) 684-0150 in the northern Nevada or at (702) 486-2900 in southern Nevada to request a hardcopy of the application. State Personnel will scan these applications into the NEATS system for approval.
- II. The accounting assistant in the region offices and the administrative assistant at Lake Tahoe will print the approved applications from the NEATS system and distribute them to the appropriate staff.
- III. Two weeks prior to appointment, a completed seasonal hiring packet will be sent to the division's Human Resources Analyst for processing *or there may be a delay in the employee's first pay check*. Supervisors may hire only individuals who have an approved application with an eligibility date on or before the hire date.
- IV. *All interviewed applicants will be sent a personalized letter by the appropriate supervisor, within 5 working days of the interview that indicate if they were selected or not selected.*
- V. All approved applications are available online under the seasonal recruitments in the NEATS system.
- VII. Each region will keep a master log of applications routed to the different parks.

RULES:

- I. Seasonals returning to the same classification need not reapply. Applications are only necessary if the applicant returns at a different classification or for a promotion.

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Original signed by:	
SIGNED	2/9/09
_____	_____
David K. Morrow, Administrator	Date

Original signed by:	
SIGNED	2/9/09
_____	_____
Allen Biaggi, Director	Effective Date

Copy to regions: 2/10/09

Review Date: _____